



Procedures for Ordering IT Goods and Services by In Scope Executive Branch Agencies

July 2011

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General Guidance

1. **IT goods and services as related to these instructions are defined by the list provided at the following site:**

http://www.vita.virginia.gov/uploadedFiles/SCM/IT_Goods_Services_revised0511.pdf

In scope goods and services are those identified in the above list by a “Y” in the “In Scope To VITA” column. Items with an “N” in the column are defined as out of scope.

For a copy of the VITA Hardware Standards go to the following site:

http://www.vita.virginia.gov/itpartnership/documents/CH_COMMS_DesktopStandards.pdf

2. **Orders for in-scope IT goods and Services:** VITA retains all procurement authority for purchasing in scope IT goods and services. All orders for in scope IT goods and services must be entered in eVA and routed to VITA for review and approval.

Follow the below instructions in structuring the order:

1. Select the appropriate eVA “V” PO Category at the requisition header.
2. The use of Pcards is not authorized for in scope orders. If a Pcard is loaded to eVA account, uncheck this pcard block at the Add Title screen.
 - Do not check the “Send to eProcurement” block on the Add Title Screen.
 - The eVA order will be created as a non-catalog order.
 - The Vendor selected will be Virginia Information Technologies Agency .
 - The unit value of all items will be 0.
 - In the description field enter the specifications of the product or service required. If there are lengthy specifications, attach them to the eVA requisition.
 - If there is a desired vendor, model, etc., provide that information in the description or comments.
 - Attach any vendor quotes that have been obtained.
 - Enter your agency “Bill To” address.
 - Complete and attach a VITA-Information Services Procurement Justification Form (see Attachment A)
 - Complete the remainder of the requisition in the same manner as other requisitions for your agency and submit.

The purpose of using the “V” PO category in the requisition is to route the requisition to VITA. The use of the “V” PO category adds the below approvers to the standard agency eVA workflow:

- Tech Compliance Review - Centralized review by NG to determine that the requirement complies with infrastructure standards.
- Business Review – Review by VITA for pricing and sourcing.
- AITR Review - Review by the Agency Information Technology Resource to approve the financial commitment by the agency.

All orders to VITA for in scope goods and services must be received in eVA. See section 4 below for detailed instructions.

3. **Orders for out of scope IT Goods and Services:** Agencies have been delegated procurement authority for out of scope IT goods and services up to \$100,000 and can order these goods and services without routing the requisition to VITA. VITA retains procurement authority for out of scope goods and services greater than \$100,000. The below rules apply to out of scope purchases of IT goods and services:

Out of scope orders less than \$100,000 (Do not route to VITA):

- Enter the appropriate standard PO category (Not “V” category)
- Appropriate use of agency purchasing cards is authorized.
- Enter the actual supplier as the Vendor.
- Enter the agency Bill To address.
- Enter the actual order dollar value.
- Enter specifications of the product or service required in the description field.

Out of scope orders over \$100,000 (All must be routed to VITA):

- Pcards are not authorized for these orders.
- Use the “V” PO category for each of the situations outlined below.
 1. **Non-contract out of scope orders over \$100,000 (Procurement to be conducted by VITA):**
 - Enter the “V” PO category.
 - Enter Virginia Information Technologies Agency as the vendor.
 - Enter the requesting agency “Bill To” address.
 - Enter the estimated dollar value of the requirement.
 - Attach specifications for the goods or services requested.
 - Attach any available vendor quote.
 2. **VITA delegation of one time authority over \$100,000 to the agency:**
 - Agency conducts procurement through the IFB/RFP process.
 - Award contract.
 - Create eVA requisition to the successful vendor.
 - Enter the “V” PO category to route the requisition to VITA for review.
 - Enter the agency “Bill To”.
 - Attach a copy of the awarded contract.
 3. **Out of scope orders from an existing contract:**
 - Enter the “V” PO category.
 - Enter the actual supplier as the vendor.
 - Enter contract number in the contract number field.
 - Enter the agency “Bill To”.
 4. **Out of scope sole source orders:**
 - Enter the “V” PO category.
 - Enter the actual supplier as the vendor.
 - Enter the agency “Bill To”.
 - Attach the approved sole source document.

4. **Receiving Orders:** All agency orders for in scope IT goods and services must be received in eVA by the agency. The actual order for the goods or services is placed by VITA based on the request submitted by the agency using the procedures in paragraph 2 above. Receiving on the original request by the agency provides VITA with receipt confirmation so that receiving can be accomplished by VITA on the actual order to the vendor. It also provides information to allow VITA to properly time the initiation of billing to the agency, as appropriate
- When VITA places the order, the AITR and the person who created the purchase request will be advised by an email from the **EVAORDERS** email account that the order has been placed and the anticipated delivery lead time.
 - VITA places the agency purchase order number in the Attention section of the “Ship To” address to assist the agency in cross referencing the VITA purchase order number to the agency’s original purchase order number.
 - If you cannot cross reference the purchase order number on packing slip documents from the vendor to the original agency number, email evaorders@vita.virginia.gov advice on the appropriate agency order that matches the information received on the packing slip.
 - Once the goods or services are inspected and accepted, receiving in eVA should be accomplished by the agency receiver for the order.
 - Upon completion of the receipt in eVA, email evaorders@vita.virginia.gov and advise that receiving is complete. Please note the vendor, EP#, PR#, items received and any other information relating to the receipt.
 - Northrop Grumman will issue a delivery ticket for service request. The ticket will reference the original agency purchase order number and will request this information be passed on to the agency receiver to complete the eVA receiving.
5. **Purchase requests status requests:** In-scope orders that are submitted with Virginia Information Technologies as the vendor will be placed with an actual vendor by either VITA or Northrop Grumman. The entity placing the order can be determined by checking the supplier contact on the original agency order.
- If the contact is VITA, VITA will be process the order. To request status send an email to evaorders@vita.virginia.gov.
 - If the contact is VITA (NG), the order will be s processed by NG. To request status send an email to vitapo@ngc.com.

IT eVA Ordering Instructions with Screen Shots

The steps in the order creation process are displayed below and individual instructions are provided for each slide.

Requisition Creation:

- To login go to www.eva.virginia.gov

The screenshot shows the Virginia eVA website interface. The header includes the Virginia Department of General Services logo and the text "Virginia's Total e-Procurement Solution". A search bar is located in the top right corner. The left sidebar contains a navigation menu with links to various resources. The main content area features a "Quick Links" section with a "Buyer Login" form highlighted by a red circle. The "Buyer Login" form includes fields for "Username" and "Password", a "Login" button, and a link for "Password Problems? Click here". Below the login forms, there is a "Nationally Acclaimed" section displaying several award logos. The right sidebar contains "eVA Testimonials", "Watch eVA Grow" statistics, "eVA Customer Care" contact information, and "eVA News & Events".

Commonwealth of Virginia • Department of General Services eVA News: Password or Login problems for Vendors or Buyers [Read More](#)

Virginia's Total e-Procurement Solution Ask eVA Search

virginia.gov

DPS Website

Ariba Supplier

Learn About eVA

Training

NIGP Codes

UNSPSC Codes

Recommended Browsers

Knowledge Center

eVA Dashboard

Site Map

Procurement Forum 2006 Nov. 12-15 Register

Virginia Institute of Procurement 2006 Schedule Available

NEW! [eVA Billing & Payment Portal Click Here!](#)
[Customer Care Invoice Explanation](#)

Quick Links

- APSPM Manual
- Vendors Manual
- Local Govt. Sign-Up
- State Contracts
- PPEA
- Procurement Directory
- Reports List
- List of States' Preferences
- Small, Woman, and Minority Business Certification
- eVA Order Terms
- Vendor Registration
- Vendor Information Center** **NEW!**
- Solicitations & Awards
- Future Business Opportunities
- eVA Dashboard
- more Buyer/Vendor Info...
- Search for Sheltered Workshops

Buyer Login

Username

Password

Login

[Password Problems? Click here](#)

Vendor Login

Username

Password

Login

[eVA or Ariba Password Problems? Click here](#)
[Need a Login?](#)

Nationally Acclaimed

- Trailblazer Award
- MIT Government Innovator
- "Best in Breed" in Technology
- Prestigious Gold Award
- Effectiveness Through Government Award
- Crescent Gold Award

eVA Testimonials

Science Museum of VA...
As a recent user of Quick Quotes, it has been a tremendous time saver.
[More...](#)

Watch eVA Grow

- 961,233 Orders
- \$8.8 Billion Spent
- Monthly Chart
- 5 Million Items
- 983 Catalogs
- 171 Agencies
- 492 Localities
- 32,723 Vendors
- 9,121 Users

eVA Customer Care

Phone: 866-289-7367
Email: eVACustomerCare@dgs.virginia.gov

eVA News & Events

DMV
GRANT APPLICATION ANNOUNCEMENT
October 1, 2006 - September 30, 2007

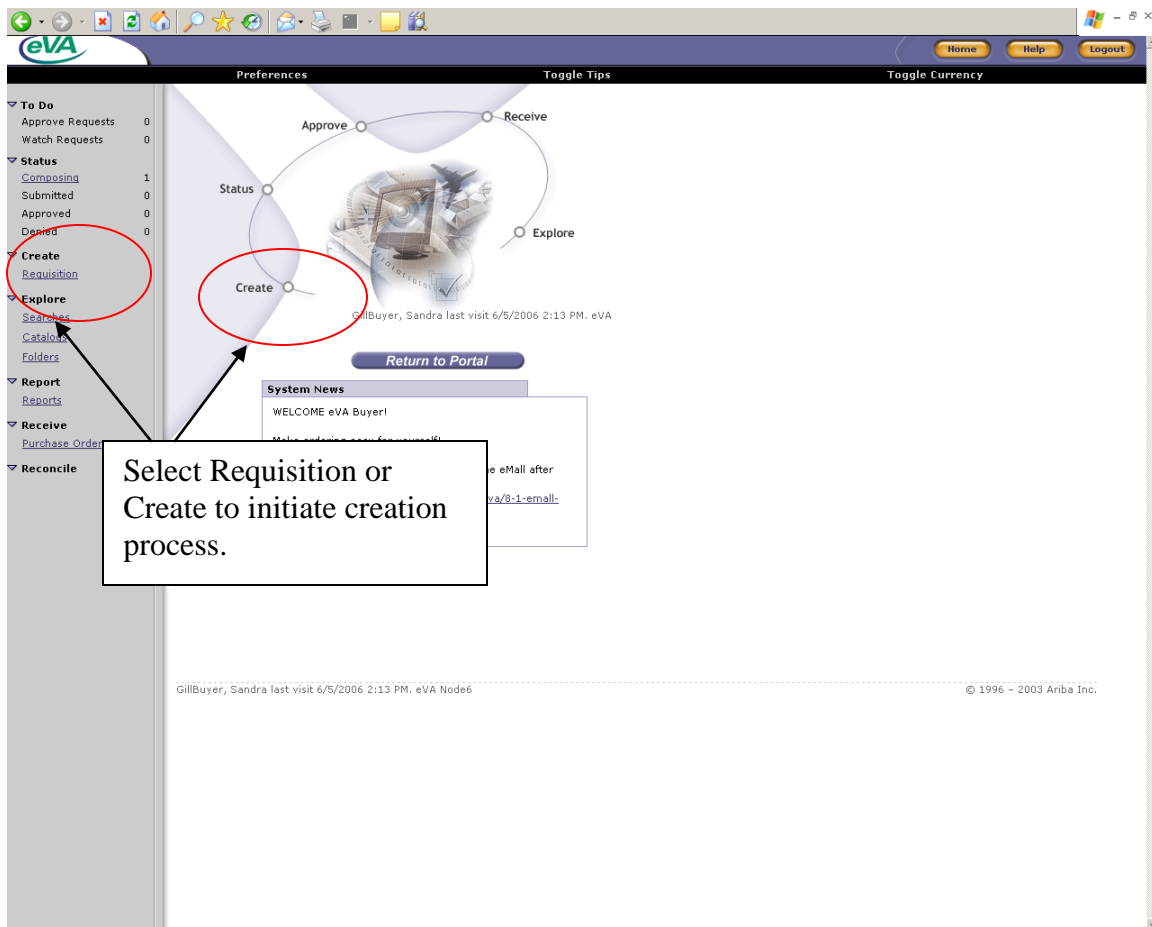
The Virginia Department of Motor Vehicles is pleased to announce the availability of funding for transportation safety grant opportunities for the period beginning October 1, 2006 - September 30, 2007.

[Privacy Statement](#) | [Help](#) | [Site Map](#) | [eVA UAT & Training](#) | [Freedom of Information](#)

- Enter your assigned user name and password.
- Note the link below the login that is used to request your password be reset. Click on the button and follow the instructions for submission. You will be sent an email with a computer generated password. Copy and paste this into the login screen and proceed.

Browser window showing the eVA Knowledge Center website. The page header includes the eVA logo, user information (Welcome GillBuyer, Sandra), date (June 5, 2006), and time (2:50 PM). Navigation links include Preferences, Help, and Logout. The main content area displays "Latest eVA News" with several articles, including "Alert on Reports" and "eVA REPORT USERS - PLEASE READ!!!". A red box highlights the "eVA REPORT USERS - PLEASE READ!!!" article, and a black box with the text "Select Shop Now" is overlaid on it. The left sidebar contains a menu with links like Quick Quote, Reports & Documents, Shop Now, Portal, Portal Home Page, Support, Accessibility, Customer Support, FAQ, and Submit an Issue. The right sidebar contains links for Future Procurements, eVA Channels, and eVA Admin.

- Click on Shop Now



- Click on requisition to start the process or click on Create and then it will open to the choice of requisition and click requisition here. Either method works for starting the process.

PR1429310: A731STCC Infrastructure Order Test
Items: 0 Total: \$0.00000USD

1 Add Title

Enter the requisition title and change one or more of the other requisition fields, if desired. If you are creating the requisition on behalf of another user, the user's accounting, shipping, and delivery information apply.

How To Screen Details

Title:

On Behalf Of:

Agency Code: [select]

Fiscal Year: [select]

PO Category: [select]

DOC Reference Number:

Contact Name:

Send ALL items to eProcurement: ☐

Pre-Encumbrance Number:

Do not check the send to eProcurement block

GillBuyer, Sandra last visit 6/5/2006 2:13 PM, eVA Node6

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- At the Add Title screen, enter a title for the requisition that will allow you to locate the requisition from a list in your Status box when searching for a requisition..
- The use of pcards is not authorized for infrastructure orders. Remove the check from the Pcard box.
- Select “Vxx” PO Category. This will insert VITA approvals into the requisition workflow. In addition, the V code will insert an approval for the agency AITR to approve in eVA.
- **Do not check the Send to eProcurement block on the Add Title Screen above.**
- Click Next.
- **For VDOT, DEQ, TAX and DMV: At the above screen select the “On Behalf Of” user set up for your agencies use, then follow the remaining basic instruction in this instruction. For these agencies the “V” Code is defaulted for the selected On Behalf user and all items, regardless of dollar value will be routed to VITA.**

Orders for in scope Goods and Services:

The screenshot shows the eVA Requisition system interface. The top navigation bar includes links for Home, Help, and Logout. The main header displays the requisition number (PR1429310), the title (A731STCC Infrastructure Order Test), and the total amount (\$0.000000USD). The left sidebar contains a Shopping Cart icon and a list of steps: 1. Add Title, 2. Add Items (selected), 3. Add Accounting Details, and 4. Checkout.

The main content area is titled 'Add Items' and includes a search bar with 'Keywords:' and 'Search', 'Reset', and 'Options' buttons. Below the search bar, it shows 'Favorites: - Recent Choices -' and a 'View By: Category' dropdown. A red circle highlights the 'Create Non-Catalog Item' button in the top right corner of the main content area.

The main content area displays a list of items found, categorized by various product groups. The categories listed include:

- Contracts (7)**
 - Mandatory (2)
 - Optional (5)
- Apparel and Luggage and Personal Care Products (260)**
 - Clothing (7)
 - Footwear (1)
 - Luggage and handbags and packs and cases (204) ...
- Chemicals including Bio Chemicals and Gas Materials (10)**
 - Additives (1)
 - Colorants (9)
- Commercial and Military and Private Vehicles and their Accessories and Components (1)**
 - Motor vehicles (1)
- Defense and Law Enforcement and Security and Safety Equipment and Supplies (1489)**
 - Fire protection (14)
 - Law enforcement (915)
 - Light weapons and ammunition (58) ...
- Domestic Appliances and Supplies and Consumer Electronic Products (662)**
 - Bedclothes and table and kitchen linen and towels (10)
 - Consumer electronics (454)
 - Domestic appliances (21) ...
- Editorial and Design and Graphic and Fine Art Services (26)**
 - Advertising (1)
 - Graphic design (9)
 - Professional artists and performers (1) ...
- Electronic Components and Supplies (3)**
 - Diodes and transistors and semiconductor devices (1)
- Farming and Fishing and Forestry and Wildlife Contracting Services (4)**
 - Horticulture (1)
 - Land and soil preparation and management and protection (2)
 - Water resources development and oversight (1)
- Financial and Insurance Services (3)**
 - Accounting and auditing (2)
 - Development finance (1)
- Fuels and Fuel Additives and Lubricants and Anti corrosive Materials (22)**
 - Fuels (3)
 - Lubricants and oils and greases and anti corrosives (19)
- Healthcare Services (3)**
 - Comprehensive health services (1)
 - Medical practice (2)
- Industrial Manufacturing and Processing Machinery and Accessories (641)**
 - Industrial food and beverage equipment (2)
 - Lapidary machinery and equipment (8)
 - Metalworking machinery and equipment and supplies (631)
- Laboratory and Measuring and Observing and Testing Equipment (137)**
 - Measuring and observing and testing instruments (137)
- PunchOut Catalogs (3)**
 - Punchout (3)
- Building and Construction and Maintenance Services (13)**
 - Building support and maintenance and repair services (13)
- Cleaning Equipment and Supplies (5606)**
 - Cleaning and janitorial supplies (1150)
 - Industrial laundry and dry cleaning equipment (1)
 - Janitorial equipment (550) ...
- Communications and Computer Equipment and Peripherals and Components and Supplies (26372)**
 - Communications and computer supplies (577)
 - Hardware and accessories (25638)
 - Software (157)
- Distribution and Conditioning Systems and Equipment and Components (108)**
 - Fluid and gas distribution (15)
 - Heating and ventilation and air circulation (58)
 - Industrial filtering and purification (34) ...
- Drugs and Pharmaceutical Products (34)**
 - Central nervous system drugs (6)
 - Miscellaneous drug categories (28)
- Education and Training Services (119)**
 - Educational facilities (78)
 - Specialized educational services (1)
 - Vocational training (40)
- Environmental Services (44)**
 - Environmental management (18)
 - Environmental protection (2)
 - Pollutants tracking and monitoring and rehabilitation services (9) ...
- Farming and Fishing and Forestry and Wildlife Machinery and Accessories (6)**
 - Agricultural and forestry and landscape machinery and equipment (6)
- Food Beverage and Tobacco Products (157)**
 - Bakery products (15)
 - Beverages (73)
 - Dairy products and eggs (7) ...
- Furniture and Furnishings (5620)**
 - Accommodation furniture (3063)
 - Commercial and industrial furniture (2557)
- Industrial Cleaning Services (6)**
 - Cleaning and janitorial services (4)
 - Refuse disposal and treatment (1)
 - Toxic and hazardous waste cleanup (1)
- Industrial Production and Manufacturing Services (8)**
 - Machining and processing services (4)
 - Manufacture of electrical goods and precision instruments (2)
 - Metal and mineral industries (1) ...
- Lighting and Electrical Accessories and Supplies (319)**
 - Lamps and lightbulbs and lamp components (236)
 - Lighting and fixtures and accessories (83)

- All in scope goods and services should be created as Non Catalog item.
- Do not put in scope and not in scope items on the same requisition.
- Click on Create Non Catalog Items.

- Non-catalog item orders can be created and entered from this screen.
- Enter a full description. This field limited to 256 characters. Attachments can be added for lengthy descriptions or specifications. If you have a preferred model, vendor, etc., enter that information in the description, comments block or as an attachment.
- A commodity code must be entered. Click on the down arrow, search by word description.
- Click the down arrow for Supplier and select Other. In Search type in “Virginia Information%” and click Search. Select Virginia Information Technologies Agency – Infrastructure. The % sign is used as a wildcard in the search engine.
- Add any available supplier part number identification as appropriate.
- Enter the Contract number if there is an existing contract for the item
- Insert a quantity.
- Enter the price as zero. The actual price will be determined by VITA during the review process.
- Click on OK and the item will be added to your requisition.
- When complete, click OK to add the item to the shopping cart.

PR1429310: A731STCC Infrastructure Order Test
Items: 1 Total: \$0.00000USD

Shopping Cart **Requisition**

These are the items you have added to your requisition. You can edit, copy, or delete selected line items, and add new line items. If you change any values, update the total.
To hide this screen in the future, click the check box; to show the screen again, reset the default preference.

[How To](#) [Screen Details](#)

No.	Type	SR	Solicit	Description	Qty	Unit	Add items	Hide Details	Price	Amount
1				Ten standard Notebook Computers to support additional staff. This is an incremental add to agency MOU. Currently have Dell equipment and desire to continue with Dell.	10	each			\$0.00000USD	\$0.00000USD

Supplier: [Virginia Information Technologies Agency](#)
Contact: [110 South Seventh Street](#)
Commodity Code: [Computers, Notebook computers \(NIGP 20454\)](#)
Contract Number:
Bill To: [Staunton Correctional Center](#)
Small Business: ☐
Minority Owned Business: ☐
Woman Owned Business: ☐

Ten standard Notebook Computers to support additional staff. This is an incremental add to agency MOU. Currently have Dell equipment and desire to continue with Dell.

[Edit](#) [Copy](#) [Delete](#)

☐ Don't show this page again after adding item(s)(reset in preferences).

Total Cost: \$0.00000USD
[Update Total](#)

[Back to Catalog](#) [Next](#) [Checkout](#)

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- Once the non-catalog screen was completed and saved, the above item was added to the requisition. Do not enter in scope and not in scope items on the same requisition.
- After adding all items, click Next.

PR1429310: A731STCC Infrastructure Order Test
Items: 1 Total: \$0.00000USD

3 Add Accounting Details

Requisition

These are the accounting details for each line item. You can edit line item accounting details and split accounting for a line item (to create different accounting splits).
[How To](#) [Screen Details](#)

Accounting - by Line Item					Qty	Unit	Price	Amount
Items in this request: 1								
No.	Type	SR	Solicit	Description				
1				Ten standard Notebook Computers to support additio	10	each	\$0.00000USD	\$0.00000USD
Fund:					(no value)			
Program/Sub-Program:					(no value)			
Object:					(no value)			
Cost Code:					(no value)			
Project:					(no value)			
FIPS:					0790			
VITA Agency Use:					731			

[Edit](#) [Split Accounting](#)

GillBuyer, Sandra last visit 6/5/2006 2:54 PM, eVA Node5 © 1996 - 2003 Ariba Inc.

- The end user will verify or complete the agency accounting information for the agency budgetary unit paying for the equipment.
- The eVA system changes implemented for VITA adds additional fields for the required VITA accounting data. These fields have been defaulted for the agency and have been hidden from view except for the VITA Agency Use field for all agencies and the VITA Department field for agencies that purchase for more than one agency code.
- VITA Agency Use Field: This is a free form field for the use by the agency at its discretion. It is not a mandatory field and could be used by the agency to insert a unique code for reconciliation of the VITA monthly bill.
- Agency Ship To addresses can be accessed by clicking the down arrow by the Ship To field. Select the appropriate address.
- Click Next to proceed.

Accounting Data Example For Agency That Creates Orders For Multiple Agencies:

3 Edit Line Item Accounting - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://buys-www-01.buysense.com/Arba/Buyer/entryMain=main&name=edit&req=2047110&user=>

NEW! FREE Pop-up Blocker Click here to get it now! 30-second download

Welcome Sager, Cindy last visit 9/23/2004 11:17 AM

Home Logout Preferences Toggle Tips Toggle Currency Help

3 Edit Line Item Accounting

Requisition PRS48369
Larry's Test

Line Item: TIMESOFT TEST SKU

Fund: (no value) +
Program/Sub-Program: (no value) +
Object: (no value) +
Cost Code: (no value) +
Project: (no value) +
FIPS: 0760 +
VITA Department: 972 +
VITA Agency Use: 701

Split Accounting

OK Cancel

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[Support](#)

Done

Start Inboxes - Micros... Need you assist... View Line Item... Edit Line Item... PW: eVA Pass... Large Agency ... Internet

12:15 PM

- This example is from the Department of Corrections. This agency buys for multiple agencies and selects the appropriate agency from the Entity Code drop down box on the Add Title screen.
- As can be seen from the screen above, the VITA Department field is shown with a value in the field. This is the VITA Department code for the default agency code on the Add Title page.
- If you change the default value for the Entity Code, it does not automatically change the default value for the VITA Department. It does filter the VITA Department code and only allows you to add the proper code through the select box (+).
- If the default Entity Code is edited on the Add Title screen and the VITA Department is not manually edited on the Edit Accounting screen, the transaction will be rejected when it is submitted and you must go back and change the VITA Department code.
- **IMPORTANT: The requirement to edit the VITA Department when you change the default Entity code applies to all transaction, not just in scope “Vxx” coded transactions.**

PR1429310: A731STCC Infrastructure Order Test
Items: 1 Total: \$0.00000USD

4 Checkout Requisition

Review your requisition, make changes as necessary, and submit the request for approval. [How To](#) [Screen Details](#)

Summary Approval Flow

Title: A731STCC Infrastructure Order Test
On Behalf Of: GillBuyer, Sandra
Agency Code: 731 [select]
Fiscal Year: 2006 [select]
PO Category: VR1 [select]
DOC Reference Number:
Contact Name:
Send ALL items to eProcurement: ☐
Pre-Encumbrance Number:

Line Items [Add items](#) | [Hide Details](#)

No.	Type	SR	Solicit	Description	Qty	Unit	Price	Amount
1				Ten standard Notebook Computers to support additional staff. This is an incremental add to agency MOU. Currently have Dell equipment and desire to continue with Dell.	10	each	\$0.00000USD	\$0.00000USD

Supplier: [Virginia Information Technologies Agency](#)
Contact: [110 South Seventh Street](#)
Commodity Code: [Computers, Notebook computers \(NIGP 20454\)](#)
Contract Number:
Bill To: [Staunton Correctional Center](#)
Small Business: ☐
Minority Owned Business: ☐
Woman Owned Business: ☐

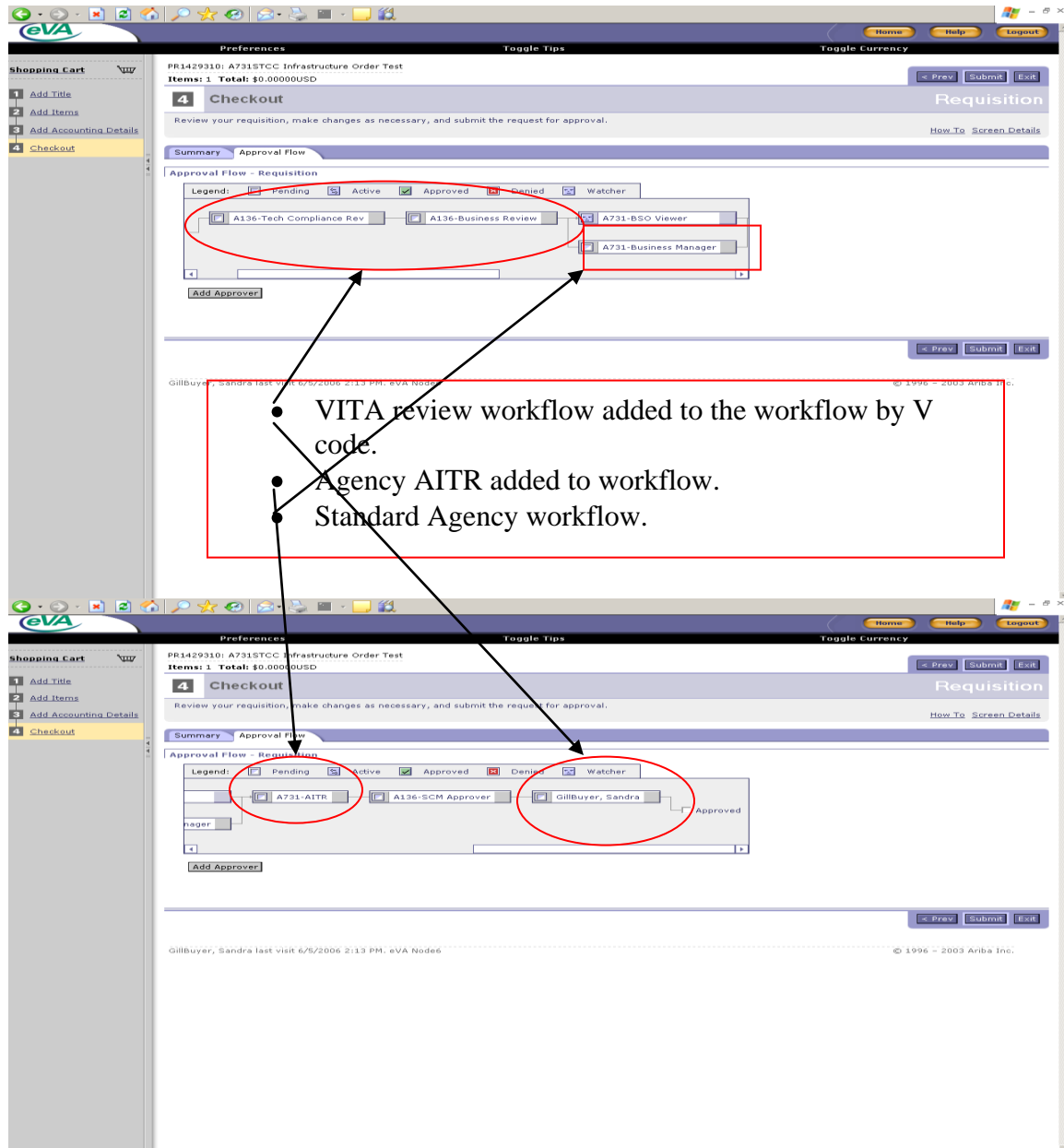
Total Cost: \$0.00000USD
[Update Total](#)

Shipping - Entire Requisition
Ship To: Staunton Correctional Center
Deliver To: Sandra GillBuyer
Need-by Date: Mon, 31 Jul, 2006

Comments - Entire Requisition

- At Checkout do a final review and edit of the transaction as required.
- Immediately below the section of the Checkout page show above there is a comments box and the as well as the capability to add attachments.
- It is suggested that you click on the Approval Flow box and see who will be required to approve this requisition.

Approval flow for in scope order on two screens:



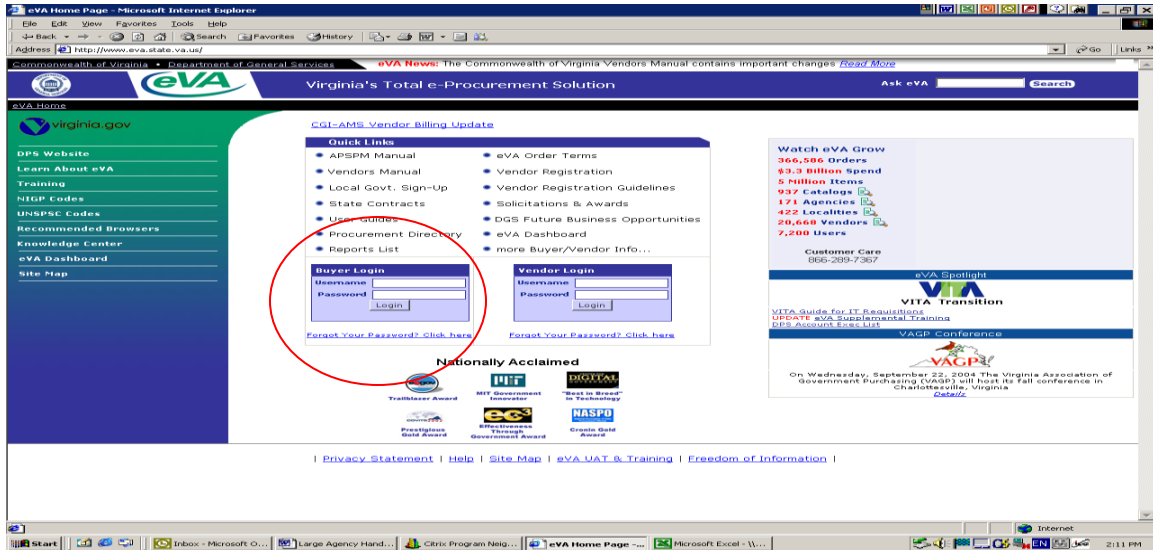
- This is a picture of the workflow created for this requisition and should be reviewed before submission of the order.
- The approvers in ovals are the IT approvers added to the workflow by selection of the "Vxx" PO Category.
- The approvals in the rectangle are the standard approval flow for this agency.
- Click Submit to start the requisition in the workflow. Upon completion of the final approval, the order will be sent electronically to the vendor.

PO Printing Requirement: Approval flow for non-registered eVA vendor or registered vendor that is not signed up for receiving electronic orders

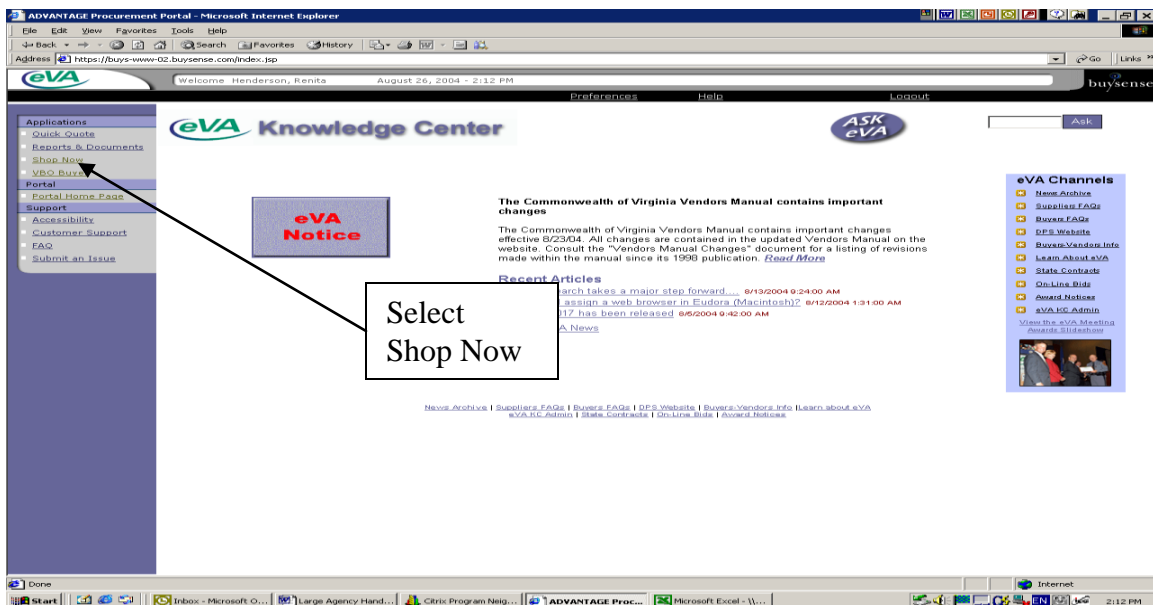
- The last role in the above workflow is for PO Print. This role is used to inform you that this is not an electronic enabled vendor and that you must print the order and send it to the vendor.
- At this stage you are just seeing what the workflow indicates will happen. After you submit the requisition it will go through the approval process and return to the person defined for this approval.
- The PO Print approver must approve the order and then wait for the requisition status to change to Ordered (approximately 15 minutes). When the status has changed to Ordered, go in and open the order (EPxxx) and print and fax/mail to the vendor.

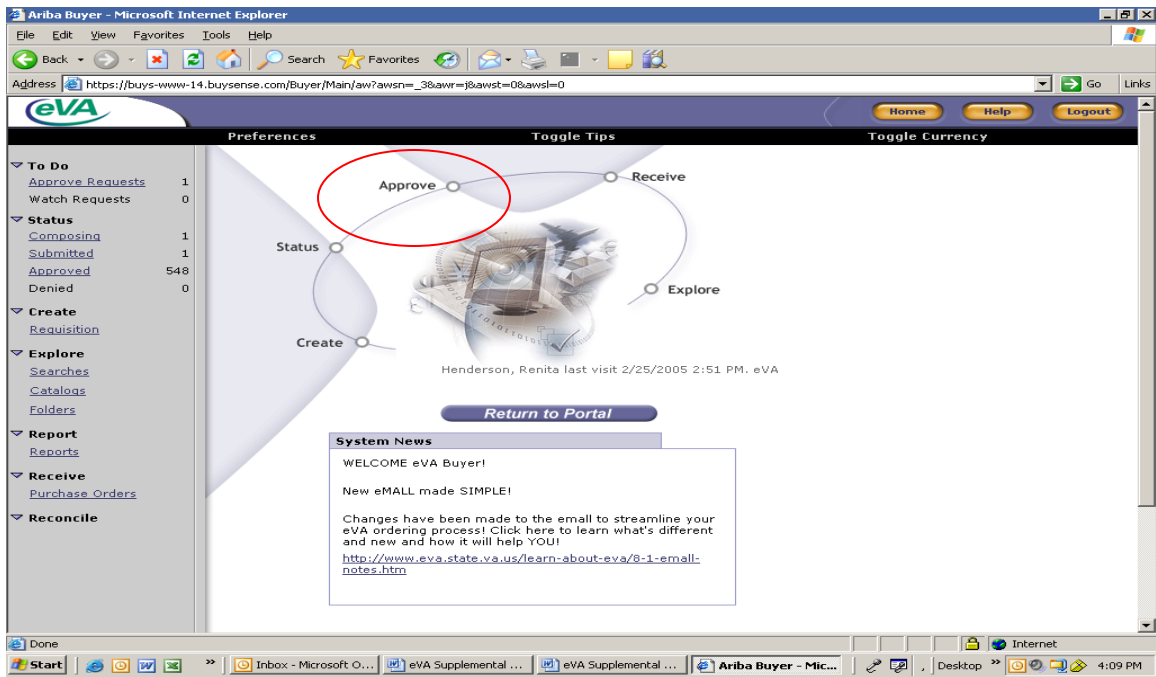
Approval Process:

To login go to www.eva.state.va.us

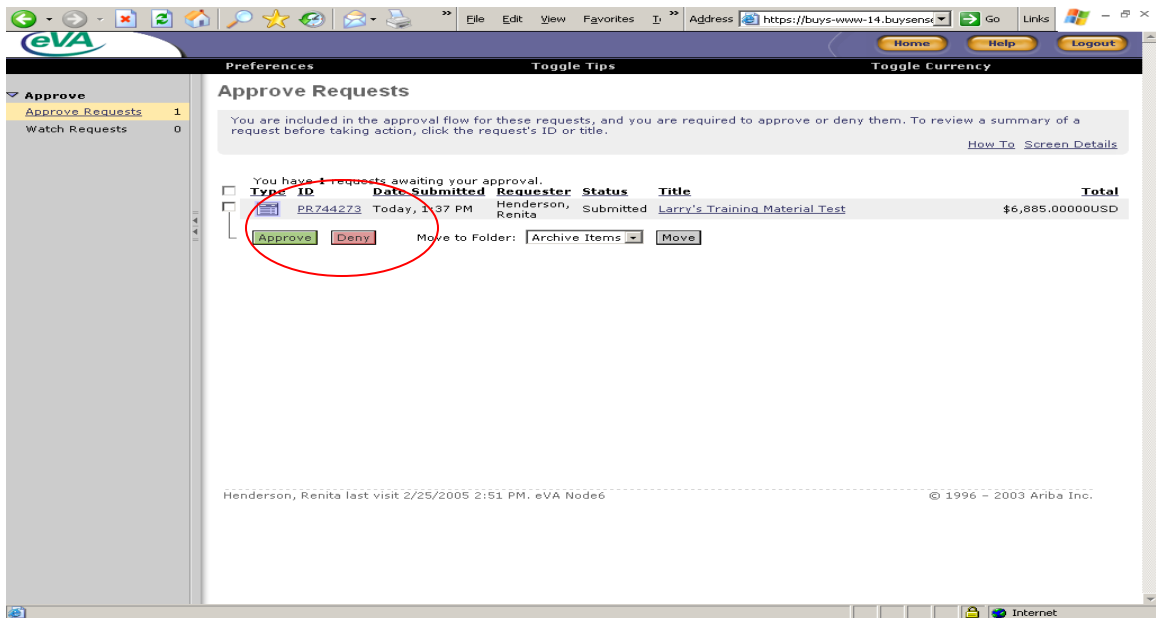


- Enter your assigned user name and password.

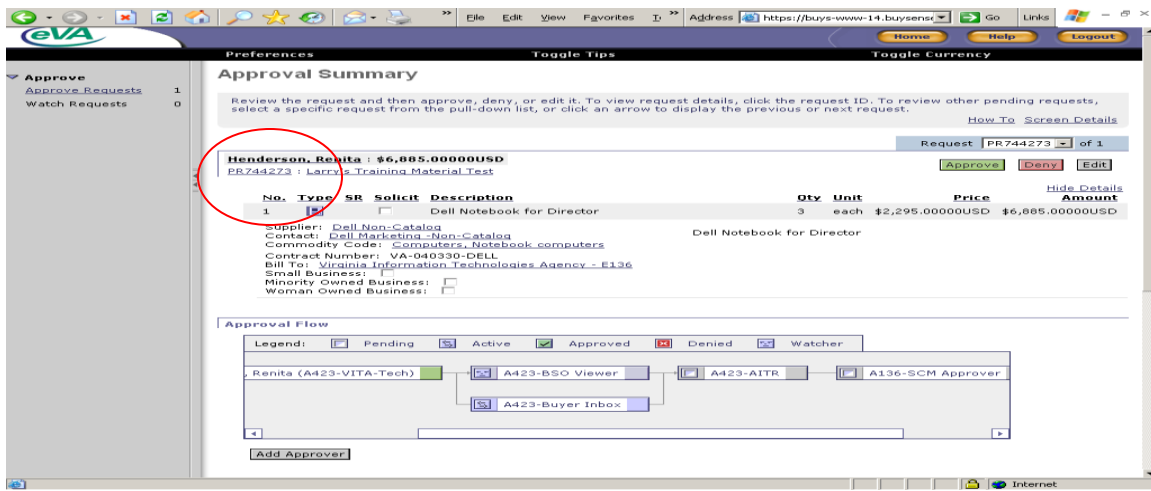




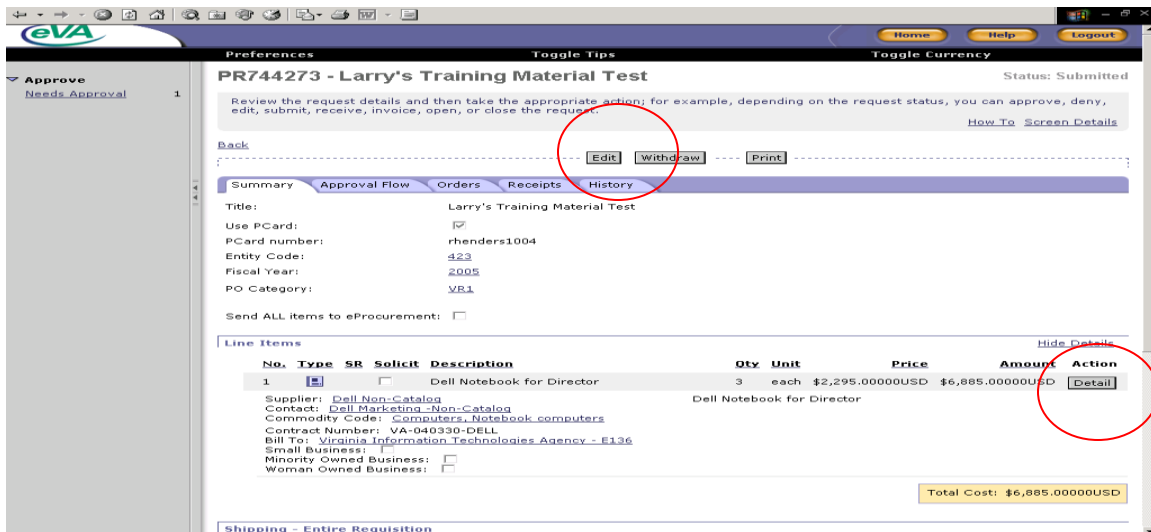
- In this instance there is only one requisition for approval as shown under the To Do heading.
- Click the Approve button to open the approval in box.



- The requisition could be approved from here. However, this should not be done since the requisition detail has not been reviewed.
- Click on the PR number to open the requisition for review.



- At this screen you can review each line item on the requisition.
- In addition, you are shown the workflow for this requisition.
- Click on the requisition number to open the requisition for additional review.



- You must click Edit if you need to change the requisition. You can edit only if you have been given Edit Approval authority in your eVA personal user profile.
- Verify that the Pcard block has been unchecked. Edit and remove if it has been checked.
- Verify that a "V" PO Category has been selected. Edit and change if the "V" code has not been selected.
- **Verify that the eProcurement block is not checked. Edit and remove if it is checked.**
- Verify the technical details of the order and edit as appropriate.
- Changes to the requisition will start the approval process over.
- Click on Detail to review the remainder of the requisition.

Requisition Details: View Line Item

PR744273: Larry's Training Material Test
Items: 1 Total: \$6,885.000000USD

Review line item details, such as accounting and shipping information.

[How To](#) [Screen Details](#)

Line Item Details

No.: 1
Description: Dell Notebook for Director
Supplier Part Number: Dell-12345
Supplier Auxiliary Part ID:
Quantity: 3
Unit of Measure: each
Price: \$2,295.000000USD
Commodity Code: [Computers, Notebook computers](#)
Supplier: [Dell Non-Catalog](#)
Contact: [Dell Marketing -Non-Catalog](#)
Contract #: VA-040330-DELL
Small Business: ☐
Minority Business: ☐
Woman Owned Business: ☐
NIGP CommodityCode:
Bill To: [Virginia Information Technologies Agency - E136](#)
Additional Data:

Accounting - by Line Item

Fund Detail: 0100
Program/Sub-Program: 50204

Minority Business: ☐
Woman Owned Business: ☐
NIGP CommodityCode:
Bill To: [Virginia Information Technologies Agency - E136](#)
Additional Data:

Accounting - by Line Item

Fund Detail: 0100
Program/Sub-Program: 50204
Sub Object: 2212
Cost Center: 285
Project: 66015

VITA Agency Use: 423
Grant:

Shipping - by Line Item

Ship To: [Dept of Historic Resources-Admin Services](#)
Deliver To: Renita Henderson
Need-by Date: ? Fri, 11 Mar, 2005

Comments - by Line Item

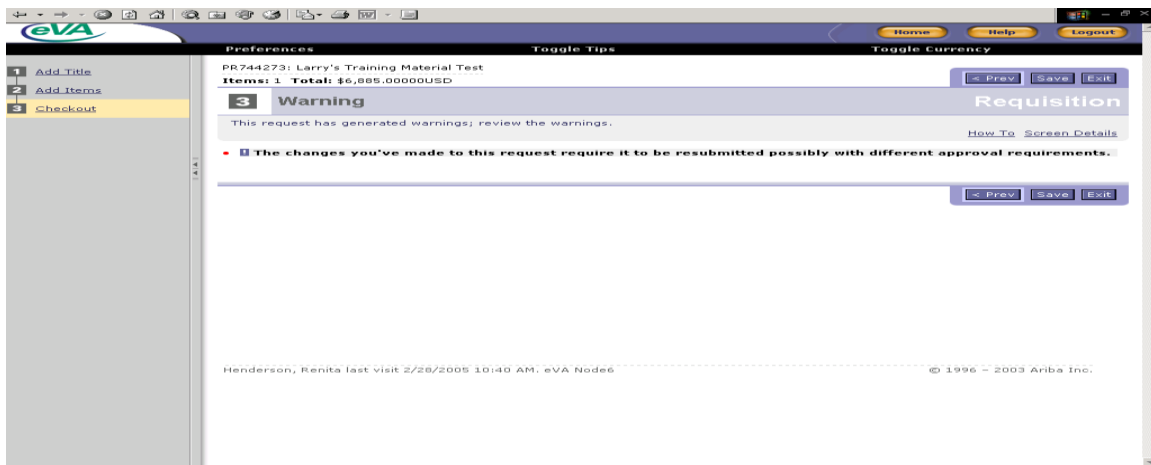
[Add Comment](#)

[OK](#)

Henderson, Renita last visit 2/28/2005 6:17 AM. eVA Node5

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- Review and edit as appropriate.



- When an edited requisition is saved, the above message will appear indicating that the workflow will re-fire because of the edit of the requisition. Since the requisition has changed it is appropriate that previous approvers review and approve again. (This example is assumed to be the edit of the Tech Configuration approver.)
- Click the Save button again and the requisition will go back into the approval workflow.

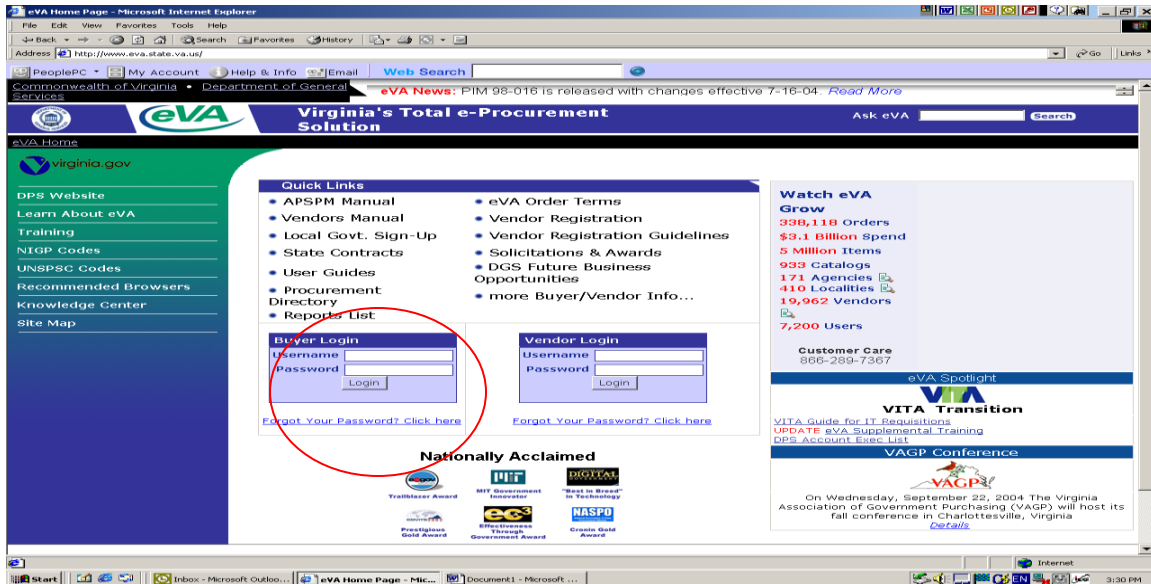


- Click OK to confirm approval.

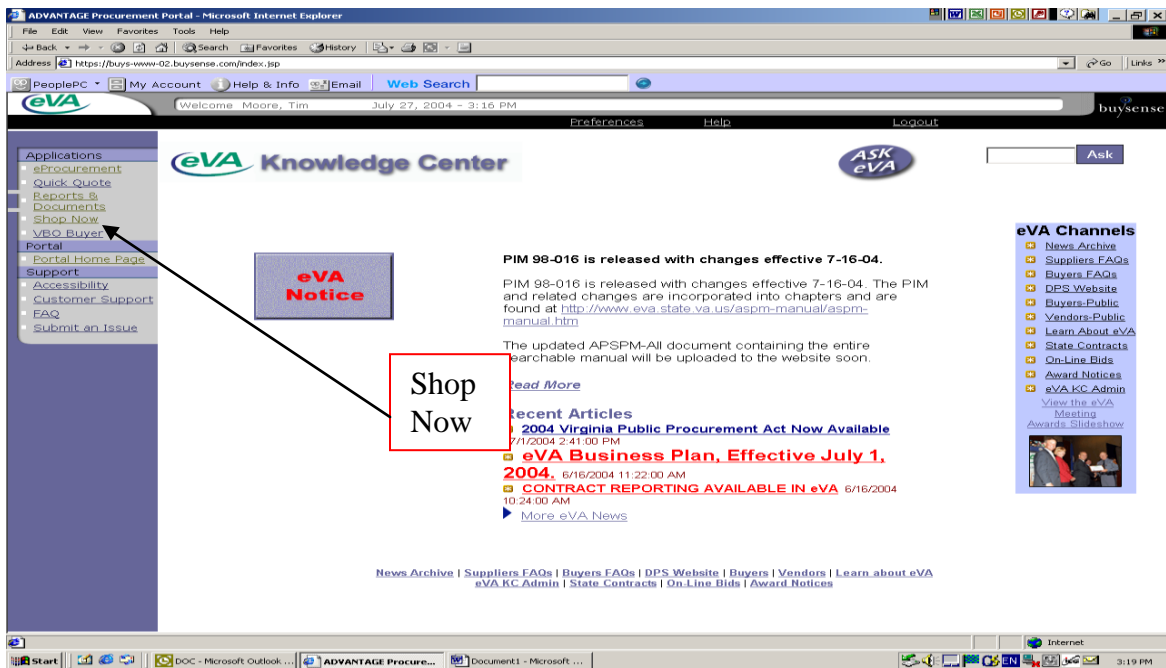
Receiving Orders

Infrastructure Goods and Services: Receiving for all IT infrastructure goods and services orders must be accomplished in eVA. When an order reaches the Ordered status, a receiving document is created and placed in the receiving in-box of the person designated to do the receiving. If the agency is set up for Desktop Receiving the shell will be available to the person who initiated the order. If the agency is set up for Central Receiving, the receiving must be done by the person or persons given the receiving role.

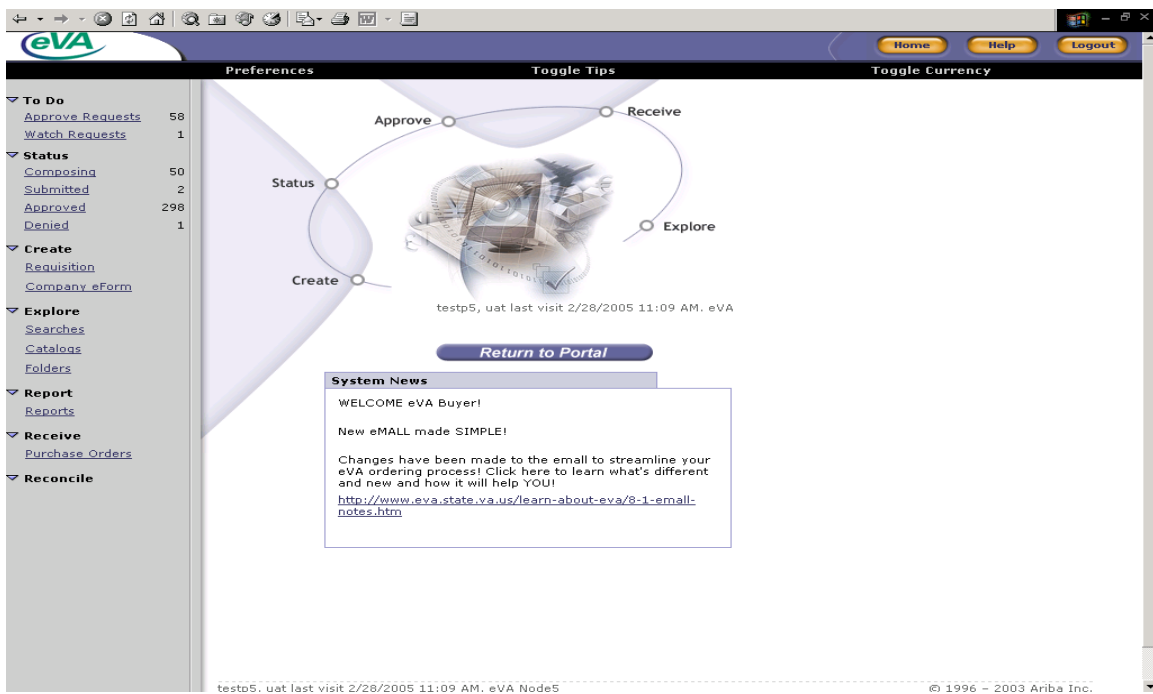
Non-infrastructure IT Goods and Services: These services will be ordered from a commercial supplier and Billed To the agency. Therefore, VITA does not require receiving in eVA for these items.



- Go to www.virginia.gov
- Enter your Userid and password and click login.
- Do not allow Windows to save your password.
- Answer “yes” to the question about going to a secure site.



- At this screen click Shop Now on the left navigation bar.



- Click on the Receive button.

1 Select Order

2 Select Receipt

3 Receive

4 Additional Info

5 Summary

1 Select Order - Search

Select the type of request to receive, enter search criteria if available, and search to find requests that match your criteria. To select a request, click the ID.

Order ID

EP200671

Search

Advanced

Back to Select Order

Search Results

Enter search criteria above

Exit

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Home

Help

Logout

Preferences

Toggle Tips

Toggle Currency

- Enter the order number (EP) that you wish to receive and click search.

Receipt RC201335: EP200671 - Dell Test - 01-20-2005

3 Receive Items

Enter the amount or quantity you are accepting or rejecting, and include the receipt date. When entering rejection details, explain your reason for rejection in comments. When verifying a milestone, indicate whether or not the milestone is complete. If the milestone will not be completed, explain the reason in comments.

[How To](#) [Screen Details](#)

[Accept All](#)

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	4	Latitude D600/IntelREG PentiumREG M Processor 725 (1.60GHz) w/ 14.1in XGA Display	each	0	0	0	Today

Order ID: [EP200671](#)
Order Title: Dell Test - 01-20-2005
Supplier: [Dell](#)
Contact: [Dell - UAT Testing Do NOT modify](#)
Header Cross Reference:
Close Order: ☐ Yes ☒ No
Date: Today, 1:59 PM
Processing Status: Receiving

Comments - Entire Receipt

Comments:

- The receiving document will open.
- If the entire order has been received, you can click Accept All at the top or you can type in the quantity received in the Accepted box.
- If you are receiving/accepting less than the full order quantity, type in the actual quantity received.
- The Date Received is defaulted to the current date. This date should be changed to reflect the actual date received by clicking on the calendar and selecting the received date.
- Note that the default on the Close Order is “No.” If you do a partial receipt by entering a quantity of less than the quantity ordered or not receiving all lines, the system will create another receipt document for the remaining quantity and put it in the Receive folder.
- If you receive less than the full quantity and the remaining items will not be provided by the vendor, Close Order should be changed to “Yes.” In this circumstance the system will not create another receiving document.
- After completing all entries, click the Submit button at the bottom of the screen.

Receiving - Done

You successfully received the selected items. Continue receiving or return to the home page. [How To](#) [Screen Details](#)

EP200671 - Dell Test - 01-20-2005 has been successfully received.

- [Select another order to receive](#)
- [Return to the Ariba Buyer Home page](#)

testp5, uat test visit 2/26/2005 11:09 AM: eVA Node5

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- In the previous receipt, two of the four items were received.
- Clicked on return to Home.
- Click on Receive again.

1 Select Order
2 Select Receipt
3 Receive
4 Additional Info
5 Summary

1 Select Order - Search

Select the type of request to receive, enter search criteria if available, and search to find requests that match your criteria. To select a request, click the ID.

Order ID: EP200671 Search

Advanced Back to Select Order

Search Results

Enter search criteria above

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- Searched for the same order again.

1 Select Order
2 Select Receipt
3 Receive
4 Additional Info
5 Summary

3 Receive Items

Receipt RC201335: EP200671 - Dell Test - 01-20-2005

Enter the amount or quantity you are accepting or rejecting, and include the receipt date. When entering rejection details, explain your reason for rejection in comments. When verifying a milestone, indicate whether or not the milestone is complete. If the milestone will not be completed, explain the reason in comments.

Accept All

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	4	Latitude D600;IntelREG PentiumREG M Processor 725 (1.60GHz) w/ 14.1in XGA Display	each	0	2	0	Today

Order ID: EP200671
Order Title: Dell Test - 01-20-2005
Supplier: Dell
Contact: Dell - UAT Testing Do NOT modify
Header Cross Reference:
Close Order: ? ☐ Yes ☒ No
Date: Today, 1:59 PM
Processing Status: Receiving

Comments - Entire Receipt

Comments:

- Note that a new shell is found with a quantity of two previously received.
- An additional quantity is received.

Re-open Order for Receiving to Create a Change Order: An order that has been fully received or has been closed for receiving must be re-opened for receiving before a change order can be created.

The screenshot shows the 'Select Order - Search' screen in the eVA system. The left sidebar has a menu with options: 1 Select Order, 2 Select Receipt, 3 Receive, 4 Additional Info, and 5 Summary. The main content area has a header '1 Select Order - Search' and a sub-header 'Receiving'. Below the header, there is a text box with the instruction: 'Select the type of request to receive, enter search criteria if available, and search to find requests that match your criteria. To select a request, click the ID.' Below this, there is a search form with 'Order ID' and a dropdown menu. The 'Order ID' field contains 'ep200671' and is circled in red. To the right of the field is a 'Search' button. Below the search form, there is a 'Search Results' section with a placeholder text 'Enter search criteria above' and an 'Exit' button. At the bottom of the screen, there is a footer with the text 'testp5, uat last visit 2/26/2005 11:09 AM. eVA Node5' and '© 1996 - 2003 Ariba Inc.'.

- In the previous steps we created two receipts for EP200671 to fully receive the order.
- There may be occasions when you need to re-open a closed order for additional receiving or you need to do a change order to add additional items to the original order.
- An order that has receiving closed can't be changed without re opening for receiving.
- To reopen, go to Shop Now, Click the Receive button, enter the order number and click on Search.

The screenshot shows the 'Select Receipt' screen in the eVA system. The left sidebar has a menu with options: 1 Select Order, 2 Select Receipt, 3 Receive, 4 Additional Info, and 5 Summary. The main content area has a header '2 Select Receipt' and a sub-header 'Receiving'. Below the header, there is a text box with the instruction: 'The receipts listed below need your attention. You can enter receipt details for order and contract items (including contract milestones), and view existing receipt details. Click an ID to work on the associated receipt.' Below this, there is a table of receipts. The first row is highlighted and has a red circle around it. The table has columns: Receipt ID, Order ID, Title, Date, and Status. The first row contains: RC201338, EP200671, Dell Test - 01-20-2005, Today, 1:59 PM, and Approved. Below the table, there is a section 'Receipts - No Approval Needed' with a 'Reopen Order' button circled in red. Below this, there is a section 'Order Details' with fields: Order ID: EP200671, Version: 1, Title: Dell Test - 01-20-2005, Supplier: Dell, Contact: Dell - UAT Testing Do NOT modify, Entity Code: P19d, Fiscal Year: 200d, PO Category: R01, Header Cross Reference: test 2, ERP Requisition Number: , Do not send any items to eProcurement: ☐, and Send ALL items to eProcurement: ☐. At the bottom of the screen, there is a footer with the text 'testp5, uat last visit 2/26/2005 11:09 AM. eVA Node5' and '© 1996 - 2003 Ariba Inc.'.

- Note that the order is closed to receiving.
- Click on the Reopen Order button.

Receipt RC201911: EP200671 - Dell Test - 01-20-2005

3 Receive Items Receiving

Enter the amount or quantity you are accepting or rejecting, and include the receipt date. When entering rejection details, explain your reason for rejection in comments. When verifying a milestone, indicate whether or not the milestone is complete. If the milestone will not be completed, explain the reason in comments.

[How To](#) [Screen Details](#)

[Accept All](#)

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	4	Latitude D600;IntelREG PentiumREG M Processor 725 (1.60GHz) w/ 14.1in XGA Display	each	4	0	0	Today

Order ID: [EP200671](#)
 Order Title: Dell Test - 01-20-2005
 Supplier: [Dell](#)
 Contact: [Dell - UAT Testing Do NOT modify](#)
 Header Cross Reference:
 Close Order: ? ☒ Yes ☐ No
 Date: Today, 2:12 PM
 Processing Status: Receiving

Comments - Entire Receipt

Comments:

- The system opens a new receipt for additional receiving showing the ordered quantity fully received.
- Click Exit.

Confirm Exit

You have asked to exit a request you are editing. Select an action to take with this request. [How To](#) [Screen Details](#)

You are in the process of editing RC201911 - Receipt for EP200671. Choose what you would like to do next.

- **Save this request**
- Undo any changes
- Continue working on this request
- Print a copy of this request

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- Click the Save button to save the receipt for subsequent receiving.
- Return to the Home page.
- Click on Status.

Status

Click a request's ID or title to view request details. You can click check boxes to select one or more requests and then take an appropriate action; for example, move selected requests to a folder.

How To [Screen Details](#)

Requests in progress: 351

Type	ID	Date Created	Status	Title	Total
	PR202426	Tue, 25 Jan, 2005	Composing	Golf Clubs	\$2,500.00000USD
	PR202425	Mon, 24 Jan, 2005	Composing	Copy of Copy to POB-Larry	\$32,500.00000USD
	PR202424	Mon, 24 Jan, 2005	Ordering	Copy to POB-Larry	\$32,500.00000USD
	PR202414	Sun, 23 Jan, 2005	Received	Copy of Equipment	\$35,750.00000USD
	PR202413	Sun, 23 Jan, 2005	Ordering	Equipment	\$35,750.00000USD
	PR202412	Sun, 23 Jan, 2005	Ordering	Untitled Requisition	\$10.00000USD
	QQ:QQ000631 AWD123	Sat, 22 Jan, 2005	Submitted	test	\$41,480.00000USD
	QQ:QQ000631 AWD122	Sat, 22 Jan, 2005	Ordered	test	\$41,480.00000USD
	PR202399	Fri, 21 Jan, 2005	Composing	Untitled Requisition	\$375.00000USD
	PR202353	Thu, 20 Jan, 2005	Ordered	Dell Test #2 - 01-20-2005	\$16,713.40000USD
	PR202344	Thu, 20 Jan, 2005	Receiving	Dell Test - 01-20-2005	\$6,863.88000USD
	QQ:QQ001381 AWD120	Wed, 19 Jan, 2005	Composing	ST 1467	\$300.00000USD
	PR202260	Wed, 19 Jan, 2005	Ordering	Untitled Requisition	\$999.00000USD
	PR202227	Tue, 18 Jan, 2005	Ordering	swam test - 1-19-05	\$30.00000USD

Copy Delete Move to Folder: Archive Items Move

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- Note that the order is now back in a receiving status.
- Click on PR202344.

PR202344 - Dell Test - 01-20-2005 Status: Receiving

Review the request details and then take the appropriate action; for example, depending on the request status, you can approve, deny, edit, submit, receive, invoice, open, or close the request.

How To [Screen Details](#)

[Back to Status](#)

Change Receive Print

Summary Approval Flow Orders Receipts History

Title: Dell Test - 01-20-2005

Use PCard: ☐

PCard number: utestp50011

Entity Code: P194

Fiscal Year: 2004

PO Category: R01

Header Cross Reference:

ERP Requisition Number: test 2

Do not send any items to eProcurement: ☐

Send ALL items to eProcurement: ☐

Line Items

No.	Type	Solicit	Order	Description	Qty	Unit	Price	Amount	Action
1		<input type="checkbox"/>	EP200671	Latitude D600;IntelREG PentiumREG M Processor...	4	each	\$1,715.97000USD	\$6,863.88000USD	Detail

Supplier: Dell
Contact: Dell - UAT Testing Do NOT modify
Commodity Code: Computers, Notebook computers
Contract Number:
Bill To: P194- DPS Mail Room
Small Business: ☐
Minority Owned Business: ☐
Woman Owned Business: ☐

Latitude D600;IntelREG PentiumREG M Processor 725 (1.60GHz) w/ 14.1in XGA Display

Total Cost: \$6,863.88000USD

- Note that the order now has the Change Order button.
- Click Change to do a Change Order.
- You may now add items and you can make some edits to the fully received item. However, you cannot delete the fully received item nor can you delete the item.